

HIP Cost Estimation Template Cover Sheet

HIP Service being Reported Upon:

*Enter one of the following in the box above:
Immediate Postpartum Family Planning
(IPPPF),
Integration of FP and Immunization Services,
Community Health Workers, or
Drug Shops and Pharmacies*

This workbook is designed to help you identify and report on the resources used by your organization to support: 1) Introduction of the HIP Service listed above, and/or 2) provision of the HIP service to clients. The approach we will use to generate our cost estimates is known as Activity-Based Costing. Please complete the light orange cells before proceeding to the "Activity Identification" tab.

For detailed instructions, please see the document: "Guide to HIP Cost Estimation Template"

ELIGIBILITY: To engage in this exercise, participants must meet the following criteria:

- 18 years or older
- Has experience with, or knowledge of, HIP implementation, the domains of inquiry (HMIS, LMIS, training, etc.), and/or the resources required to implement such activities by virtue of their professional position. It is anticipated that this will include technical officers, district managers, and finance staff; however, the specific title/job description of each participant may vary based on ability to provide the most detailed information
- Willing to provide written informed consent to participate in an interview

Your Organization:

<= Enter your Organization name here

Notes:

<= Use this space for any notes you wish to make

Please use the following checklist to identify the activities that were involved/engaged with for introducing and/or supporting the HIP:

Up-front / Preparation Activities to Establish the HIP Service:

		For each row below mark "Y" if the organization being interviewed was involved in this activity. Complete detail sheet for any activity marked "Y". Also complete Start MO/YR & Stop MO/YR fields		
Activity No.	Description	Involved / Engaged (Y=Yes)	Start MM/YYYY	Stop MM/YYYY
E-1	Design of the HIP service includes: planning for implementation and selection of implementation site(s)			
E-2	Design of training materials including handouts and job aids for HIP service			
E-3	Procurement of specialized equipment and/or modification of service delivery space for HIP service			
E-4	Training of service providers and others supporting the operation of the HIP service			
E-5	Design/modification of reporting formats to reflect HIP service provision			
E-Other1				
E-Other2				
E-Other3				

<= Equipment is anything with an expected useful life of more than 1 year

<= Were there any other up-front / preparation activities your organization was involved in which are not described above? (if yes, enter description and complete E-Detail (blank) Sheet for each one)

On-Going Recurring Activities to Sustain Service Provision

		For each row below mark "Y" if the organization being interviewed was involved in this activity. Complete detail sheet for any activity marked "Y". Also complete frequency field	
Activity No.	Description	Involved / Engaged (Y=Yes)	Frequency
S-1	Awareness Raising / Demand Creation Activities		
S-2	Provision of HIP service to clients		
S-3	Supportive Supervision / Quality Assurance review of HIP service provision		
S-4	Reporting on HIP service provision to HMIS		
S-Other1			
S-Other2			
S-Other3			

<= How often does this activity take place: daily, weekly, bi-weekly, monthly, bi-monthly, quarterly, semi-annually, annually

<= Are there any other on-going/recurring activities your organization is involved related to this HIP service which are not described above? (if yes, enter description and complete S-Activity Detail (blank) Sheet for each one)

Activity: Design of the HIP service includes: planning for implementation and selection of implementation site(s)

HIP Service being Reported Upon: 0

[Return to Activity Identification](#) [Return to Activity Identification](#)

When did this activity begin: Date 01-1900 == Insert date mm-yyyy (or approximate)

When was this activity finished: 01-1900 == Insert date mm-yyyy (or approximate)

Who were the people (by cadre) from: engaged in this activity?
Note: If organization reporting is MoH, please use the next section

Staff Cadre (describe)	# of Persons in this Cadre Involved	Total Hours for this Cadre on this Activity
e.g.: Program Officer	3	135
L-1		
L-2		
L-3		
L-4		
L-5		
L-6		
L-7		
L-8		
L-9		
L-10		

Distribution of Staff Cadre by Health System Level									
Village Health Teams	Drug Shops or Pharmacies	Private Clinics or Hospitals	Health Centre II	Health Centre III	Health Centre IV	Regional Referral Hospital	National Referral & Teaching Hospital	National Head-quarters	
			1	1	1				

Who were the people from the MoH (by cadre) who engaged with your staff above in this activity

Staff Cadre (describe)	# of Persons in this Cadre Involved	Total Hours for this Cadre on this Activity
e.g.: Clinic Officer	3	36
M-1		
M-2		
M-3		
M-4		
M-5		
M-6		
M-7		
M-8		
M-9		
M-10		

Distribution of Staff Cadre by Health System Level									
Village Health Teams	Drug Shops or Pharmacies	Private Clinics or Hospitals	Health Centre II	Health Centre III	Health Centre IV	Regional Referral Hospital	National Referral & Teaching Hospital	National Head-quarters	
			1	1	1				

Who were the people (by cadre) from the Community/Civil Society Orgs who engaged with your staff above in this activity (list people from other organizations separately)

Staff Cadre (describe)	# of Persons in this Cadre Involved	Total Hours for this Cadre on this Activity	Organization from which these people came
e.g.: Community Representative	5	80	Community
C-1			
C-2			
C-3			
C-4			
C-5			
C-6			
C-7			
C-8			
C-9			
C-10			

Distribution of Staff Cadre by Health System Level										
Village Health Teams	Drug Shops or Pharmacies	Private Clinics or Hospitals	Health Centre II	Health Centre III	Health Centre IV	Regional Referral Hospital	National Referral & Teaching Hospital	National Head-quarters	Other (Describe in Col Q)	
									4	

Schools

Which of these other resources from: were required to carry out this activity?

Resource	Quantity	Unit	
e.g.: Refreshments	45	persons	
Mtgs		hours	<small>== estimated average per mtg</small>
Meeting Rooms (time/mtg)		hours	
Meeting Rooms (# of mtgs)		# mtgs	
Size of space used for mtgs		sq mtgs	<small>== estimated average per mtg</small>
Refreshments		persons	<small>== estimated average per mtg</small>
Comm		minutes/mo.	<small>== include time for on-line meetings</small>
Air time		minutes/mo.	
Trans		kms	<small>== estimated average per trip</small>
Transportation (distance/trip)		kms	
Transportation (# of trips)		trips	
Transport allowances		person-trips	
Publ		pages	
Printing/photocopying		pages	
Per Diems		person-days	
Lodging		person-days	
Lodging for participants		person-days	
Oth-1			
Oth-2			<small>== Were there any other resources your organization provided to support this activity? (if yes, complete details to left)</small>
Oth-3			
Oth-4			
Oth-5			

Activity: Design of training materials including handouts and job aids for HIP service

HIP Service being Reported Upon: 0

[Return to Activity Identification](#) [Return to Activity Identification](#)

When did this activity begin: Date 01-1900 == Insert date mm-yyyy (or approximate)

When was this activity finished: 01-1900 == Insert date mm-yyyy (or approximate)

Who were the people (by cadre) from: engaged in this activity?
Note: If organization reporting is MoH, please use the next section

Staff Cadre (describe)	# of Persons in this Cadre Involved	Total Hours for this Cadre on this Activity
e.g.: Program Officer	3	135
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L-2		
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L-4		
L-5		
L-6		
L-7		
L-8		
L-9		
L-10		

Distribution of Staff Cadre by Health System Level									
Village Health Teams	Drug Shops or Pharmacies	Private Clinics or Hospitals	Health Centre II	Health Centre III	Health Centre IV	Regional Referral Hospital	National Referral & Teaching Hospital	National Head-quarters	
			1	1	1				

Who were the people from the MoH (by cadre) who engaged with your staff above in this activity

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e.g.: Clinic Officer	3	36
M-1		
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M-6		
M-7		
M-8		
M-9		
M-10		

Distribution of Staff Cadre by Health System Level									
Village Health Teams	Drug Shops or Pharmacies	Private Clinics or Hospitals	Health Centre II	Health Centre III	Health Centre IV	Regional Referral Hospital	National Referral & Teaching Hospital	National Head-quarters	
			1	1	1				

Who were the people (by cadre) from the Community/Civil Society Orgs who engaged with your staff above in this activity (list people from other organizations separately)

Staff Cadre (describe)	# of Persons in this Cadre Involved	Total Hours for this Cadre on this Activity	Organization from which these people came
e.g.: Community Representative	5	80	Community
C-1			
C-2			
C-3			
C-4			
C-5			
C-6			
C-7			
C-8			
C-9			
C-10			

Distribution of Staff Cadre by Health System Level										
Village Health Teams	Drug Shops or Pharmacies	Private Clinics or Hospitals	Health Centre II	Health Centre III	Health Centre IV	Regional Referral Hospital	National Referral & Teaching Hospital	National Head-quarters	Other (Describe in Col Q)	
		1							4	

Schools

Which of these other resources from: were required to carry out this activity?

Resource	Quantity	Unit
e.g.: Refreshments	45	persons
Mtgs		hours
Meeting Rooms (time/mtg)		# mtgs
Meeting Rooms (# of mtgs)		sq mtgs
Size of space used for mtgs		persons
Refreshments		minutes/mo.
Comm		kms
Air time		trips
Trans		person-trips
Transportation (distance/trip)		pages
Transportation (# of trips)		person-days
Transport allowances		person-days
Publ		
Printing/photocopying		
Per Diems		
Lodging		
Lodging for participants		
Oth-1		
Oth-2		
Oth-3		
Oth-4		
Oth-5		

== estimated average per mtg
== estimated average per mtg
== estimated average per mtg
== include time for on-line meetings
== estimated average per trip
== Were there any other resources your organization provided to support this activity? (if yes, complete details to left)

Activity: Procurement of specialized equipment and/or modification of service delivery space for HIP service

HIP Service being Reported Upon: 0

[Return to Activity Identification](#) [Return to Activity Identification](#)

When did this activity begin: Date 01-1900 <= Insert date mm-yyyy (or approximate)

When was this activity finished: 01-1900 <= Insert date mm-yyyy (or approximate)

Who were the people (by cadre) from: engaged in this activity?
 Note: If organization reporting is MoH, please use the next section

Staff Cadre (describe)	# of Persons in this Cadre Involved	Total Hours for this Cadre on this Activity	Distribution of Staff Cadre by Health System Level											
			Village Health Teams	Drug Shops or Pharmacies	Private Clinics or Hospitals	Health Centre II	Health Centre III	Health Centre IV	Regional Referral Hospital	National Referral & Teaching Hospital	National Headquarters			
e.g.: Program Officer	3	135				1	1	1						
L-1														
L-2														
L-3														
L-4														
L-5														
L-6														
L-7														
L-8														
L-9														
L-10														

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			Village Health Teams	Drug Shops or Pharmacies	Private Clinics or Hospitals	Health Centre II	Health Centre III	Health Centre IV	Regional Referral Hospital	National Referral & Teaching Hospital	National Headquarters			
e.g.: Clinic Officer	3	36				1	1	1						
M-1														
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M-4														
M-5														
M-6														
M-7														
M-8														
M-9														
M-10														

Who were the people (by cadre) from the Community/Civil Society Orgs who engaged with your staff above in this activity (list people from other organizations separately)

Staff Cadre (describe)	# of Persons in this Cadre Involved	Total Hours for this Cadre on this Activity	Organization from which these people came	Distribution of Staff Cadre by Health System Level												
				Village Health Teams	Drug Shops or Pharmacies	Private Clinics or Hospitals	Health Centre II	Health Centre III	Health Centre IV	Regional Referral Hospital	National Referral & Teaching Hospital	National Headquarters	Other (Describe in Col Q)			
e.g.: Community Representative	5	80	Community				1									4
C-1																
C-2																
C-3																
C-4																
C-5																
C-6																
C-7																
C-8																
C-9																
C-10																

Schools

Which of these other resources from: were required to carry out this activity?

Resource	Quantity	Unit	
e.g.: Refreshments			
	45	persons	
Mtgs	Meeting Rooms (time/mtg)	hours	<= estimated average per mtg
	Meeting Rooms (# of mtgs)	# mtgs	
	Size of space used for mtgs	sq mtrs	<= estimated average per mtg
Comm	Refreshments	persons	<= estimated average per mtg
	Air time	minutes/mo.	<= include time for on-line meetings
Trans	Transportation (distance/trip)	kms	<= estimated average per trip
	Transportation (# of trips)	trips	
	Transport allowances	person-trips	
Publ	Printing/photocopying	pages	
Per Diems	Per Diems for participants	person-days	
Lodging	Lodging for participants	person-days	
	Computers / Laptops	units	
ICT Equip	Cellphones	handsets	
	Tablets	units	
Refurb	Refurbishment of space	sq mtrs	<= estimated size of space refurbished
Oth-1			<= Were there any other resources your organization provided to support this activity? (if yes, complete details to left)
Oth-2			
Oth-3			
Oth-4			
Oth-5			

Activity: Training of service providers and others supporting the operation of the HIP service

HIP Service being Reported Upon: 0

[Return to Activity Identification](#) [Return to Activity Identification](#)

When did this activity begin: Date 01-1900 *<= Insert date mm-yyyy (or approximate)*

When was this activity finished: Date 01-1900 *<= Insert date mm-yyyy (or approximate)*

Who were the people (by cadre) from: engaged in this activity?
Note: If organization reporting is MoH, please use the next section

Distribution of Staff Cadre by Health System Level

Staff Cadre (describe)	# of Persons in this Cadre Involved	Total Hours for this Cadre on this Activity	Distribution of Staff Cadre by Health System Level											
			Village Health Teams	Drug Shops or Pharmacies	Private Clinics or Hospitals	Health Centre II	Health Centre III	Health Centre IV	Regional Referral Hospital	National Referral & Teaching Hospital	National Head-quarters			
<i>e.g.: Program Officer</i>	3	135				1	1	1						
L-1														
L-2														
L-3														
L-4														
L-5														
L-6														
L-7														
L-8														
L-9														
L-10														

Who were the people *from the MoH (by cadre) who* engaged with *your staff* above in *this activity*

Distribution of Staff Cadre by Health System Level

Staff Cadre (describe)	# of Persons in this Cadre Involved	Total Hours for this Cadre on this Activity	Distribution of Staff Cadre by Health System Level											
			Village Health Teams	Drug Shops or Pharmacies	Private Clinics or Hospitals	Health Centre II	Health Centre III	Health Centre IV	Regional Referral Hospital	National Referral & Teaching Hospital	National Head-quarters			
<i>e.g.: Clinic Officer</i>	3	36				1	1	1						
M-1														
M-2														
M-3														
M-4														
M-5														
M-6														
M-7														
M-8														
M-9														
M-10														

Who were the people (by cadre) *from the Community/Civil Society Orgs who* engaged with *your staff* above in *this activity* (list people from other organizations separately)

Distribution of Staff Cadre by Health System Level

Staff Cadre (describe)	# of Persons in this Cadre Involved	Total Hours for this Cadre on this Activity	Organization from which these people came	Distribution of Staff Cadre by Health System Level										Other (Describe in Col Q)	
				Village Health Teams	Drug Shops or Pharmacies	Private Clinics or Hospitals	Health Centre II	Health Centre III	Health Centre IV	Regional Referral Hospital	National Referral & Teaching Hospital	National Head-quarters			
<i>e.g.: Community Representative</i>	5	80	Community	1											4
C-1															
C-2															
C-3															
C-4															
C-5															
C-6															
C-7															
C-8															
C-9															
C-10															

Schools

Which of these other resources from: were required to carry out this activity?

Resource	Quantity	Unit	
<i>e.g.: Refreshments</i>	45	persons	
Mtg	Meeting Rooms (time/mtg)	hours	<i><= estimated average per mtg</i>
	Meeting Rooms (# of mtgs)	# mtgs	
	Size of space used for mtgs	sq mtgs	<i><= estimated average per mtg</i>
Comm	Refreshments	persons	<i><= estimated average per mtg</i>
	Air time	minutes/mo.	<i><= include time for on-line meetings</i>
Trans	Transportation (distance/trip)	kms	<i><= estimated average per trip</i>
	Transportation (# of trips)	trips	
Publ	Transport allowances	person-trips	
	Printing/photocopying	pages	
Per Diem	Per Diem for participants	person-days	
Lodging	Lodging for participants	person-days	
Oth-1			<i><= Were there any other resources your organization provided to support this activity? (if yes, complete details to left)</i>
Oth-2			
Oth-3			
Oth-4			
Oth-5			

Activity: Design/modification of reporting formats to reflect HIP service provision

HIP Service being Reported Upon: 0

[Return to Activity Identification](#)

When did this activity begin: Date 01-1900 == Insert date mm-yyyy (or approximate)

When was this activity finished: Date 01-1900 == Insert date mm-yyyy (or approximate)

Who were the people (by cadre) from: engaged in this activity?
Note: If organization reporting is MoH, please use the next section

Staff Cadre (describe)	# of Persons in this Cadre Involved	Total Hours for this Cadre on this Activity
<i>e.g.: Program Officer</i>	3	135
L-1		
L-2		
L-3		
L-4		
L-5		
L-6		
L-7		
L-8		
L-9		
L-10		

Village Health Teams	Drug Shops or Pharmacies	Private Clinics or Hospitals	Health Centre II	Health Centre III	Health Centre IV	Regional Referral Hospital	National Referral & Teaching Hospital	National Head-quarters
			1	1	1			

Who were the people from the MoH (by cadre) who engaged with your staff above in this activity

Staff Cadre (describe)	# of Persons in this Cadre Involved	Total Hours for this Cadre on this Activity
<i>e.g.: Clinic Officer</i>	3	36
M-1		
M-2		
M-3		
M-4		
M-5		
M-6		
M-7		
M-8		
M-9		
M-10		

Village Health Teams	Drug Shops or Pharmacies	Private Clinics or Hospitals	Health Centre II	Health Centre III	Health Centre IV	Regional Referral Hospital	National Referral & Teaching Hospital	National Head-quarters
			1	1	1			

Who were the people (by cadre) from the Community/Civil Society Orgs who engaged with your staff above in this activity (list people from other organizations separately)

Staff Cadre (describe)	# of Persons in this Cadre Involved	Total Hours for this Cadre on this Activity	Organization from which these people came
<i>e.g.: Community Representative</i>	5	80	Community
C-1			
C-2			
C-3			
C-4			
C-5			
C-6			
C-7			
C-8			
C-9			
C-10			

Village Health Teams	Drug Shops or Pharmacies	Private Clinics or Hospitals	Health Centre II	Health Centre III	Health Centre IV	Regional Referral Hospital	National Referral & Teaching Hospital	National Head-quarters	Other (Describe in Col Q)
									4

Schools

Which of these other resources from: were required to carry out this activity?

Resource	Quantity	Unit
<i>e.g.: Refreshments</i>	45	persons
Mtgs		
Meeting Rooms (time/mtg)		hours
Meeting Rooms (# of mtgs)		# mtgs
Size of space used for mtgs		sq mtrs
Refreshments		persons
Comm		
Air time		minutes/mo.
Transportation (distance/trip)		kms
Trans		
Transportation (# of trips)		trips
Transport allowances		person-trips
Publ		
Printing/photocopying		pages
Per Diems		
Per Diems for participants		person-days
Lodging		
Lodging for participants		person-days
Oth-1		
Oth-2		
Oth-3		
Oth-4		
Oth-5		

== estimated average per mtg
== estimated average per mtg
== estimated average per mtg
== include time for on-line meetings
== estimated average per trip
== Were there any other resources your organization provided to support this activity? (if yes, complete details to left)

Activity: *<= Insert Description of this activity*

HIP Service being Reported Upon: [Return to Activity Identification](#)

When did this activity begin: Date *<= Insert date mm-yyyy (or approximate)*

When was this activity finished: *<= Insert date mm-yyyy (or approximate)*

Who were the people (by cadre) from: engaged in this activity?
Note: If organization reporting is MoH, please use the next section

			Distribution of Staff Cadre by Health System Level								
Staff Cadre (describe)	# of Persons in this Cadre Involved	Total Hours for this Cadre on this Activity	Village Health Teams	Drug Shops or Pharmacies	Private Clinics or Hospitals	Health Centre II	Health Centre III	Health Centre IV	Regional Referral Hospital	National Referral & Teaching Hospital	National Head-quarters
e.g.: Program Officer	3	135				1	1	1			
L-1											
L-2											
L-3											
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L-5											
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L-7											
L-8											
L-9											
L-10											

Who were the people from the MoH (by cadre) who engaged with your staff above in this activity

			Distribution of Staff Cadre by Health System Level								
Staff Cadre (describe)	# of Persons in this Cadre Involved	Total Hours for this Cadre on this Activity	Village Health Teams	Drug Shops or Pharmacies	Private Clinics or Hospitals	Health Centre II	Health Centre III	Health Centre IV	Regional Referral Hospital	National Referral & Teaching Hospital	National Head-quarters
e.g.: Clinic Officer	3	36				1	1	1			
M-1											
M-2											
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M-7											
M-8											
M-9											
M-10											

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			Distribution of Staff Cadre by Health System Level										
Staff Cadre (describe)	# of Persons in this Cadre Involved	Total Hours for this Cadre on this Activity	Organization from which these people came	Village Health Teams	Drug Shops or Pharmacies	Private Clinics or Hospitals	Health Centre II	Health Centre III	Health Centre IV	Regional Referral Hospital	National Referral & Teaching Hospital	National Head-quarters	Not Applicable
e.g.: Community Representative	5	80	Community		1								4
C-1													
C-2													
C-3													
C-4													
C-5													
C-6													
C-7													
C-8													
C-9													
C-10													

Which of these other resources from: were required to carry out this activity?

Resource	Quantity	Unit	
e.g.: Refreshments	45	persons	
Mtgs	Meeting Rooms (time/mtg)	hours	<i><= estimated average per mtg</i>
	Meeting Rooms (# of mtgs)	# mtgs	
	Size of space used for mtgs	sq mtgs	<i><= estimated average per mtg</i>
	Refreshments	persons	<i><= estimated average per mtg</i>
Comm	Air time	minutes/mo.	<i><= include time for on-line meetings</i>
Trans	Transportation (distance/trip)	kms	<i><= estimated average per trip</i>
	Transportation (# of trips)	# of trips	
	Transport allowances	# person-trips	
Publ	Printing/photocopying	# pages	
Per Diem	Per Diem for participants	# person-days	
Lodging	Lodging for participants	# person-days	
Oth-1			<i><= Were there any other resources your organization provided to support this activity? (if yes, complete details to left)</i>
Oth-2			
Oth-3			
Oth-4			
Oth-5			

Activity: Provision of HIP service to clients

HIP Service being Reported Upon: 0 [Return to Activity Identification](#)

When did your organization begin supporting this activity for this HIP? Date => Insert date mm-yyyy (or approximate)

Who are the people from this organization engaged in this activity for this HIP?

According to Activity Identification worksheet this activity occurs: 0

Staff Cadre (describe)	# of Persons in this Cadre Involved	Total Hours per month for this Cadre on this Activity
e.g.: Program Officer	3	135
L-1		
L-2		
L-3		
L-4		
L-5		
L-6		
L-7		
L-8		
L-9		
L-10		

=> Note: If organization reporting is MoH, please use the next section

Distribution of Staff Cadre by Health System Level

Village Health Teams	Drug Shops or Pharmacies	Private Clinics or Hospitals	Health Centre II	Health Centre III	Health Centre IV	Regional Referral Hospital	National Referral & Teaching Hospital	National Head-quarters
			3	6	1			

Who are the people from the MoH who are engaged in this activity for this HIP?

According to Activity Identification worksheet this activity occurs: 0

Staff Cadre (describe)	# of Persons in this Cadre Involved	Total Hours per month for this Cadre on this Activity
e.g.: Nursing Assistant	10	80
M-1		
M-2		
M-3		
M-4		
M-5		
M-6		
M-7		
M-8		
M-9		
M-10		

Distribution of Staff Cadre by Health System Level

Village Health Teams	Drug Shops or Pharmacies	Private Clinics or Hospitals	Health Centre II	Health Centre III	Health Centre IV	Regional Referral Hospital	National Referral & Teaching Hospital	National Head-quarters
			3	6	1			

Who are the people from the Community / Civil Society Orgs who are engaged in this activity for this HIP?

According to Activity Identification worksheet this activity occurs: 0

Staff Cadre (describe)	# of Persons in this Cadre Involved	Total Hours per month for this Cadre on this Activity	Organization from which these people came
e.g.: Community Representative	2	20	Community
C-1			
C-2			
C-3			
C-4			
C-5			
C-6			
C-7			
C-8			
C-9			
C-10			

Distribution of Staff Cadre by Health System Level

Village Health Teams	Drug Shops or Pharmacies	Private Clinics or Hospitals	Health Centre II	Health Centre III	Health Centre IV	Regional Referral Hospital	National Referral & Teaching Hospital	National Head-quarters	Other (Describe in Col Q)
									2

Schools

What other resources from your organization are required to carry out this activity in a typical month?

According to Activity Identification worksheet this activity occurs: 0

Resource	Quantity/month	Unit
e.g.: Info Sheets	200	pieces
Supplies		
Oral Contraceptive pills		packets
Injectables		vials
Implants		units
IUCDs		units
Oth-1		
Oth-2		
Oth-3		
Oth-4		
Oth-5		

Distribution of Resources Across Health System Levels

Village Health Teams	Drug Shops or Pharmacies	Private Clinics or Hospitals	Health Centre II	Health Centre III	Health Centre IV	Regional Referral Hospital	National Referral & Teaching Hospital	National Head-quarters	Community
			30	20	130	20			

=> Were there any other resources your organization provided to support this activity? (if yes, complete details to left)

Activity: Supportive Supervision / Quality Assurance review of HIP service provision

HIP Service being Reported Upon: 0 [Return to Activity Identification](#)

When did your organization begin supporting this activity for this HIP? Date
 <= Insert date mm-yyyy (or approximate)

Who are the people from this organization engaged in this activity for this HIP?

According to Activity Identification worksheet this activity occurs: 0

Staff Cadre (describe)	# of Persons in this Cadre Involved	Total Hours per month for this Cadre on this Activity
e.g.: Program Officer	3	132
L-1		
L-2		
L-3		
L-4		
L-5		
L-6		
L-7		
L-8		
L-9		
L-10		

<= Note: If organization reporting is MoH, please use the next section

Distribution of Staff Cadre by Health System Level

Village Health Teams	Drug Shops or Pharmacies	Private Clinics or Hospitals	Health Centre II	Health Centre III	Health Centre IV	Regional Referral Hospital	National Referral & Teaching Hospital	National Head-quarters
			3	6	1			

Who are the people from the MoH who are engaged in this activity for this HIP?

According to Activity Identification worksheet this activity occurs: 0

Staff Cadre (describe)	# of Persons in this Cadre Involved	Total Hours per month for this Cadre on this Activity
e.g.: Nursing Assistant	10	80
M-1		
M-2		
M-3		
M-4		
M-5		
M-6		
M-7		
M-8		
M-9		
M-10		

Distribution of Staff Cadre by Health System Level

Village Health Teams	Drug Shops or Pharmacies	Private Clinics or Hospitals	Health Centre II	Health Centre III	Health Centre IV	Regional Referral Hospital	National Referral & Teaching Hospital	National Head-quarters
			3	6	1			

Who are the people from the Community / Civil Society Orgs who are engaged in this activity for this HIP?

According to Activity Identification worksheet this activity occurs: 0

Staff Cadre (describe)	# of Persons in this Cadre Involved	Total Hours per month for this Cadre on this Activity	Organization from which these people came
e.g.: Community Representative	2	20	Community
C-1			
C-2			
C-3			
C-4			
C-5			
C-6			
C-7			
C-8			
C-9			
C-10			

Distribution of Staff Cadre by Health System Level

Village Health Teams	Drug Shops or Pharmacies	Private Clinics or Hospitals	Health Centre II	Health Centre III	Health Centre IV	Regional Referral Hospital	National Referral & Teaching Hospital	National Head-quarters	Other (Describe in Col Q)
									2

Schools

What other resources from your organization are required to carry out this activity in a typical month?

According to Activity Identification worksheet this activity occurs: 0

Resource	Quantity/month	Unit
e.g.: Info Sheets	200	pieces
Transport		
# trips		# days/mo
distance		km/roundtrip
per diems		per day
allowances		per day
Comm		
Air time for phone/computer		monthly charge
Oth-1		
Oth-2		
Oth-3		
Oth-4		
Oth-5		

Distribution of Resources Across Health System Levels

Village Health Teams	Drug Shops or Pharmacies	Private Clinics or Hospitals	Health Centre II	Health Centre III	Health Centre IV	Regional Referral Hospital	National Referral & Teaching Hospital	National Head-quarters	Community
			30	20	130	20			

<= Were there any other resources your organization provided to support this activity? (if yes, complete details to left)

Activity: <= Insert Description of this activity

HIP Service being Reported Upon: [Return to Activity Identification](#)

When did your organization begin supporting this activity for this HIP? <= Insert date mm-yyyy (or approximate)

Who are the people from this organization engaged in this activity for this HIP? <= Note: If organization reporting is MoH, please use the next section

According to Activity Identification worksheet this activity occurs: <= Insert frequency at which this activity occurs

Distribution of Staff Cadre by Health System Level

Staff Cadre (describe)	# of Persons in this Cadre Involved	Total Hours per month for this Cadre on this Activity
e.g.: Program Officer	3	135
L-1		
L-2		
L-3		
L-4		
L-5		
L-6		
L-7		
L-8		
L-9		
L-10		

Village Health Teams	Drug Shops or Pharmacies	Private Clinics or Hospitals	Health Centre II	Health Centre III	Health Centre IV	Regional Referral Hospital	National Referral & Teaching Hospital	National Head-quarters
			3	6	1			

Who are the people from the MoH who are engaged in this activity for this HIP? <= Insert frequency at which this activity occurs

According to Activity Identification worksheet this activity occurs:

Staff Cadre (describe)	# of Persons in this Cadre Involved	Total Hours per month for this Cadre on this Activity
e.g.: Nursing Assistant	10	80
M-1		
M-2		
M-3		
M-4		
M-5		
M-6		
M-7		
M-8		
M-9		
M-10		

Distribution of Staff Cadre by Health System Level

Village Health Teams	Drug Shops or Pharmacies	Private Clinics or Hospitals	Health Centre II	Health Centre III	Health Centre IV	Regional Referral Hospital	National Referral & Teaching Hospital	National Head-quarters
			3	6	1			

Who are the people from the Community / Civil Society Orgs who are engaged in this activity for this HIP? <= Insert frequency at which this activity occurs

According to Activity Identification worksheet this activity occurs:

Staff Cadre (describe)	# of Persons in this Cadre Involved	Total Hours per month for this Cadre on this Activity	Organization from which these people came
e.g.: Community Representative	2	20	Community
C-1			
C-2			
C-3			
C-4			
C-5			
C-6			
C-7			
C-8			
C-9			
C-10			

Distribution of Staff Cadre by Health System Level

Village Health Teams	Drug Shops or Pharmacies	Private Clinics or Hospitals	Health Centre II	Health Centre III	Health Centre IV	Regional Referral Hospital	National Referral & Teaching Hospital	National Head-quarters	Other (Describe in Col Q)
									2

What other resources from your organization are required to carry out this activity in a typical month? <= Insert frequency at which this activity occurs

According to Activity Identification worksheet this activity occurs:

Resource	Quantity/month	Unit
e.g.: Info Sheets	200	pieces
Oth-1		
Oth-2		
Oth-3		
Oth-4		
Oth-5		
Oth-6		
Oth-7		
Oth-8		
Oth-9		

Distribution of Resources Across Health System Levels

Village Health Teams	Drug Shops or Pharmacies	Private Clinics or Hospitals	Health Centre II	Health Centre III	Health Centre IV	Regional Referral Hospital	National Referral & Teaching Hospital	National Head-quarters	Community
			30	20	130	20			

<= Were there any other resources your organization provided to support this activity? If yes, complete details to left

Schools

Resource Valuation Worksheet

Source	Resource Label	Resource Name	Quantity	Unit	Unit Value	Unit (Local currency or USD)	Funder/Donor	Source of Data
E-1	L-1		0	0 per hour				
E-1	L-2		0	0 per hour				
E-1	L-3		0	0 per hour				
E-1	L-4		0	0 per hour				
E-1	L-5		0	0 per hour				
E-1	L-6		0	0 per hour				
E-1	L-7		0	0 per hour				
E-1	L-8		0	0 per hour				
E-1	L-9		0	0 per hour				
E-1	L-10		0	0 per hour				
E-1	M-1		0	0 per hour				
E-1	M-2		0	0 per hour				
E-1	M-3		0	0 per hour				
E-1	M-4		0	0 per hour				
E-1	M-5		0	0 per hour				
E-1	M-6		0	0 per hour				
E-1	M-7		0	0 per hour				
E-1	M-8		0	0 per hour				
E-1	M-9		0	0 per hour				
E-1	M-10		0	0 per hour				
E-1	C-1		0	0 per hour				
E-1	C-2		0	0 per hour				
E-1	C-3		0	0 per hour				
E-1	C-4		0	0 per hour				
E-1	C-5		0	0 per hour				
E-1	C-6		0	0 per hour				
E-1	C-7		0	0 per hour				
E-1	C-8		0	0 per hour				
E-1	C-9		0	0 per hour				
E-1	C-10		0	0 per hour				
E-1	Mtgs	Meeting Rooms (time/mtg)		0 hours				
E-1	Mtgs	Size of space used for mtgs		0 sq mtrs				
E-1	Mtgs	Refreshments		0 persons				
E-1	Comm	Air time		0 minutes/mo.				
E-1	Trans	Transportation (distance/trip)		0 kms				
E-1	Trans	Transport allowances		0 person-trips				
E-1	Publ	Printing/photocopying		0 pages				
E-1	Per Diems	Per Diems for participants		0 person-days				
E-1	Lodging	Lodging for participants		0 person-days				
E-1	Oth-1		0	0	0			
E-1	Oth-2		0	0	0			
E-1	Oth-3		0	0	0			
E-1	Oth-4		0	0	0			
E-1	Oth-5		0	0	0			
E-2	L-1		0	0 per hour				
E-2	L-2		0	0 per hour				
E-2	L-3		0	0 per hour				
E-2	L-4		0	0 per hour				
E-2	L-5		0	0 per hour				
E-2	L-6		0	0 per hour				
E-2	L-7		0	0 per hour				
E-2	L-8		0	0 per hour				
E-2	L-9		0	0 per hour				
E-2	L-10		0	0 per hour				
E-2	M-1		0	0 per hour				
E-2	M-2		0	0 per hour				
E-2	M-3		0	0 per hour				
E-2	M-4		0	0 per hour				
E-2	M-5		0	0 per hour				
E-2	M-6		0	0 per hour				
E-2	M-7		0	0 per hour				
E-2	M-8		0	0 per hour				
E-2	M-9		0	0 per hour				
E-2	M-10		0	0 per hour				
E-2	C-1		0	0 per hour				
E-2	C-2		0	0 per hour				
E-2	C-3		0	0 per hour				
E-2	C-4		0	0 per hour				
E-2	C-5		0	0 per hour				
E-2	C-6		0	0 per hour				
E-2	C-7		0	0 per hour				
E-2	C-8		0	0 per hour				
E-2	C-9		0	0 per hour				
E-2	C-10		0	0 per hour				
E-2	Mtgs	Meeting Rooms (time/mtg)		0 hours				
E-2	Mtgs	Size of space used for mtgs		0 sq mtrs				
E-2	Mtgs	Refreshments		0 persons				
E-2	Comm	Air time		0 minutes/mo.				
E-2	Trans	Transportation (distance/trip)		0 kms				
E-2	Trans	Transport allowances		0 person-trips				
E-2	Publ	Printing/photocopying		0 pages				
E-2	Per Diems	Per Diems for participants		0 person-days				
E-2	Lodging	Lodging for participants		0 person-days				
E-2	Oth-1		0	0	0			
E-2	Oth-2		0	0	0			
E-2	Oth-3		0	0	0			
E-2	Oth-4		0	0	0			
E-2	Oth-5		0	0	0			
E-3	L-1		0	0 per hour				
E-3	L-2		0	0 per hour				
E-3	L-3		0	0 per hour				
E-3	L-4		0	0 per hour				
E-3	L-5		0	0 per hour				
E-3	L-6		0	0 per hour				
E-3	L-7		0	0 per hour				
E-3	L-8		0	0 per hour				
E-3	L-9		0	0 per hour				
E-3	L-10		0	0 per hour				
E-3	M-1		0	0 per hour				
E-3	M-2		0	0 per hour				
E-3	M-3		0	0 per hour				
E-3	M-4		0	0 per hour				
E-3	M-5		0	0 per hour				
E-3	M-6		0	0 per hour				
E-3	M-7		0	0 per hour				

<= 1) Select entire table to left (A3:I383),
 2) sort by Resource Name, Quantity,
 3) complete cols F:I with organization
 assistance for any row with Quantity >0,
 4) if you wish, you can hide rows where
 Quantity=0 (highlight row and right click,
 select hide)

E-3	M-8	0	0	per hour				
E-3	M-9	0	0	per hour				
E-3	M-10	0	0	per hour				
E-3	C-1	0	0	per hour				
E-3	C-2	0	0	per hour				
E-3	C-3	0	0	per hour				
E-3	C-4	0	0	per hour				
E-3	C-5	0	0	per hour				
E-3	C-6	0	0	per hour				
E-3	C-7	0	0	per hour				
E-3	C-8	0	0	per hour				
E-3	C-9	0	0	per hour				
E-3	C-10	0	0	per hour				
E-3	Mtgs	Meeting Rooms (time/mtg)	0	hours				
E-3	Mtgs	Size of space used for mtgs	0	sq mtrs				
E-3	Mtgs	Refreshments	0	persons				
E-3	Comm	Air time	0	minutes/mo.				
E-3	Trans	Transportation (distance/trip)	0	kms				
E-3	Trans	Transport allowances	0	person-trips				
E-3	Publ	Printing/photocopying	0	pages				
E-3	Per Diems	Per Diems for participants	0	person-days				
E-3	Lodging	Lodging for participants	0	person-days				
E-3	ICT Equip	Computers / Laptops	0	units				
E-3	ICT Equip	Cellphones	0	handsets				
E-3	ICT Equip	Tablets	0	units				
E-3	Refurb	Refurbishment of space	0	sq mtrs				
E-3	Oth-1	0	0	0				
E-3	Oth-2	0	0	0				
E-3	Oth-3	0	0	0				
E-3	Oth-4	0	0	0				
E-3	Oth-5	0	0	0				
E-4	L-1	0	0	per hour				
E-4	L-2	0	0	per hour				
E-4	L-3	0	0	per hour				
E-4	L-4	0	0	per hour				
E-4	L-5	0	0	per hour				
E-4	L-6	0	0	per hour				
E-4	L-7	0	0	per hour				
E-4	L-8	0	0	per hour				
E-4	L-9	0	0	per hour				
E-4	L-10	0	0	per hour				
E-4	M-1	0	0	per hour				
E-4	M-2	0	0	per hour				
E-4	M-3	0	0	per hour				
E-4	M-4	0	0	per hour				
E-4	M-5	0	0	per hour				
E-4	M-6	0	0	per hour				
E-4	M-7	0	0	per hour				
E-4	M-8	0	0	per hour				
E-4	M-9	0	0	per hour				
E-4	M-10	0	0	per hour				
E-4	C-1	0	0	per hour				
E-4	C-2	0	0	per hour				
E-4	C-3	0	0	per hour				
E-4	C-4	0	0	per hour				
E-4	C-5	0	0	per hour				
E-4	C-6	0	0	per hour				
E-4	C-7	0	0	per hour				
E-4	C-8	0	0	per hour				
E-4	C-9	0	0	per hour				
E-4	C-10	0	0	per hour				
E-4	Mtgs	Meeting Rooms (time/mtg)	0	hours				
E-4	Mtgs	Size of space used for mtgs	0	sq mtrs				
E-4	Mtgs	Refreshments	0	persons				
E-4	Comm	Air time	0	minutes/mo.				
E-4	Trans	Transportation (distance/trip)	0	kms				
E-4	Trans	Transport allowances	0	person-trips				
E-4	Publ	Printing/photocopying	0	pages				
E-4	Per Diems	Per Diems for participants	0	person-days				
E-4	Lodging	Lodging for participants	0	person-days				
E-4	Oth-1	0	0	0				
E-4	Oth-1	0	0	0				
E-4	Oth-1	0	0	0				
E-4	Oth-4	0	0	0				
E-4	Oth-5	0	0	0				
E-5	L-1	0	0	per hour				
E-5	L-2	0	0	per hour				
E-5	L-3	0	0	per hour				
E-5	L-4	0	0	per hour				
E-5	L-5	0	0	per hour				
E-5	L-6	0	0	per hour				
E-5	L-7	0	0	per hour				
E-5	L-8	0	0	per hour				
E-5	L-9	0	0	per hour				
E-5	L-10	0	0	per hour				
E-5	M-1	0	0	per hour				
E-5	M-2	0	0	per hour				
E-5	M-3	0	0	per hour				
E-5	M-4	0	0	per hour				
E-5	M-5	0	0	per hour				
E-5	M-6	0	0	per hour				
E-5	M-7	0	0	per hour				
E-5	M-8	0	0	per hour				
E-5	M-9	0	0	per hour				
E-5	M-10	0	0	per hour				
E-5	C-1	0	0	per hour				
E-5	C-2	0	0	per hour				
E-5	C-3	0	0	per hour				
E-5	C-4	0	0	per hour				
E-5	C-5	0	0	per hour				
E-5	C-6	0	0	per hour				
E-5	C-7	0	0	per hour				
E-5	C-8	0	0	per hour				
E-5	C-9	0	0	per hour				
E-5	C-10	0	0	per hour				
E-5	Mtgs	Meeting Rooms (time/mtg)	0	hours				
E-5	Mtgs	Size of space used for mtgs	0	sq mtrs				
E-5	Mtgs	Refreshments	0	persons				
E-5	Comm	Air time	0	minutes/mo.				

E-5	Trans	Transportation (distance/trip)	0	kms				
E-5	Trans	Transport allowances	0	person-trips				
E-5	Publ	Printing/photocopying	0	pages				
E-5	Per Diems	Per Diems for participants	0	person-days				
E-5	Lodging	Lodging for participants	0	person-days				
E-5	Oth-1		0	0				
E-5	Oth-1		0	0				
E-5	Oth-1		0	0				
E-5	Oth-4		0	0				
E-5	Oth-5		0	0				
S-1	L-1		0	per hour				
S-1	L-2		0	per hour				
S-1	L-3		0	per hour				
S-1	L-4		0	per hour				
S-1	L-5		0	per hour				
S-1	L-6		0	per hour				
S-1	L-7		0	per hour				
S-1	L-8		0	per hour				
S-1	L-9		0	per hour				
S-1	L-10		0	per hour				
S-1	M-1		0	per hour				
S-1	M-2		0	per hour				
S-1	M-3		0	per hour				
S-1	M-4		0	per hour				
S-1	M-5		0	per hour				
S-1	M-6		0	per hour				
S-1	M-7		0	per hour				
S-1	M-8		0	per hour				
S-1	M-9		0	per hour				
S-1	M-10		0	per hour				
S-1	C-1		0	per hour				
S-1	C-2		0	per hour				
S-1	C-3		0	per hour				
S-1	C-4		0	per hour				
S-1	C-5		0	per hour				
S-1	C-6		0	per hour				
S-1	C-7		0	per hour				
S-1	C-8		0	per hour				
S-1	C-9		0	per hour				
S-1	C-10		0	per hour				
S-1	Media	Pamphlets	0	pieces				
S-1	Supplies	Info Sheets	0	pieces				
S-1	Supplies	Posters	0	pieces				
S-1	Supplies	Banners	0	pieces				
S-1	Oth-1		0	0				
S-1	Oth-2		0	0				
S-1	Oth-3		0	0				
S-1	Oth-4		0	0				
S-1	Oth-5		0	0				
S-2	L-1		0	per hour				
S-2	L-2		0	per hour				
S-2	L-3		0	per hour				
S-2	L-4		0	per hour				
S-2	L-5		0	per hour				
S-2	L-6		0	per hour				
S-2	L-7		0	per hour				
S-2	L-8		0	per hour				
S-2	L-9		0	per hour				
S-2	L-10		0	per hour				
S-2	M-1		0	per hour				
S-2	M-2		0	per hour				
S-2	M-3		0	per hour				
S-2	M-4		0	per hour				
S-2	M-5		0	per hour				
S-2	M-6		0	per hour				
S-2	M-7		0	per hour				
S-2	M-8		0	per hour				
S-2	M-9		0	per hour				
S-2	M-10		0	per hour				
S-2	C-1		0	per hour				
S-2	C-2		0	per hour				
S-2	C-3		0	per hour				
S-2	C-4		0	per hour				
S-2	C-5		0	per hour				
S-2	C-6		0	per hour				
S-2	C-7		0	per hour				
S-2	C-8		0	per hour				
S-2	C-9		0	per hour				
S-2	C-10		0	per hour				
S-2	Supplies	Oral Contraceptive pills	0	packets				
S-2	Supplies	Injectables	0	vials				
S-2	Supplies	Implants	0	units				
S-2	Supplies	IUCDs	0	units				
S-2	Oth-1		0	0				
S-2	Oth-2		0	0				
S-2	Oth-3		0	0				
S-2	Oth-4		0	0				
S-2	Oth-5		0	0				
S-3	L-1		0	per hour				
S-3	L-2		0	per hour				
S-3	L-3		0	per hour				
S-3	L-4		0	per hour				
S-3	L-5		0	per hour				
S-3	L-6		0	per hour				
S-3	L-7		0	per hour				
S-3	L-8		0	per hour				
S-3	L-9		0	per hour				
S-3	L-10		0	per hour				
S-3	M-1		0	per hour				
S-3	M-2		0	per hour				
S-3	M-3		0	per hour				
S-3	M-4		0	per hour				
S-3	M-5		0	per hour				
S-3	M-6		0	per hour				
S-3	M-7		0	per hour				
S-3	M-8		0	per hour				
S-3	M-9		0	per hour				
S-3	M-10		0	per hour				
S-3	C-1		0	per hour				

S-3	C-2		0	0	per hour				
S-3	C-3		0	0	per hour				
S-3	C-4		0	0	per hour				
S-3	C-5		0	0	per hour				
S-3	C-6		0	0	per hour				
S-3	C-7		0	0	per hour				
S-3	C-8		0	0	per hour				
S-3	C-9		0	0	per hour				
S-3	C-10		0	0	per hour				
S-3	Transport	# trips		0	# days/mo				
S-3	Supplies	distance		0	km/roundtrip				
S-3	Supplies	per diems		0	per day				
S-3	Supplies	allowances		0	per day				
S-3	Oth-1		0	0	0				
S-3	Oth-2		0	0	0				
S-3	Oth-3		0	0	0				
S-3	Oth-4		0	0	0				
S-3	Oth-5		0	0	0				
S-4	L-1		0	0	per hour				
S-4	L-2		0	0	per hour				
S-4	L-3		0	0	per hour				
S-4	L-4		0	0	per hour				
S-4	L-5		0	0	per hour				
S-4	L-6		0	0	per hour				
S-4	L-7		0	0	per hour				
S-4	L-8		0	0	per hour				
S-4	L-9		0	0	per hour				
S-4	L-10		0	0	per hour				
S-4	M-1		0	0	per hour				
S-4	M-2		0	0	per hour				
S-4	M-3		0	0	per hour				
S-4	M-4		0	0	per hour				
S-4	M-5		0	0	per hour				
S-4	M-6		0	0	per hour				
S-4	M-7		0	0	per hour				
S-4	M-8		0	0	per hour				
S-4	M-9		0	0	per hour				
S-4	M-10		0	0	per hour				
S-4	C-1		0	0	per hour				
S-4	C-2		0	0	per hour				
S-4	C-3		0	0	per hour				
S-4	C-4		0	0	per hour				
S-4	C-5		0	0	per hour				
S-4	C-6		0	0	per hour				
S-4	C-7		0	0	per hour				
S-4	C-8		0	0	per hour				
S-4	C-9		0	0	per hour				
S-4	C-10		0	0	per hour				
S-4	Comm	Airtime for data transmission		0	mins/mo				
S-4	Supplies		0	0	0				
S-4	Supplies		0	0	0				
S-4	Supplies		0	0	0				
S-4	Oth-4		0	0	0				
S-4	Oth-5		0	0	0				
S-4	Oth-6		0	0	0				
S-4	Oth-7		0	0	0				
S-4	Oth-8		0	0	0				